



13.04.99.C1.01 Student Travel

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Procedure Statement

Texas A&M University-Corpus Christi has a vested interest in promoting the safety and welfare of University students while traveling as part of their education.

Reason for Procedure

This procedure governs organized student travel by one or more students presently enrolled at the University to an activity or event located more than 25 miles from the University when the activity is sponsored and/or funded by the University or required by a student organization properly registered at the University.

Procedures and Responsibilities

1. GENERAL

- 1.1. This procedure, in conjunction with University Rule *13.04.99.C1, Student Travel*, is considered to be a minimum standard for organized student travel. Departments, units, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. Departments or units should submit proposals for additional requirements to the appropriate vice president. Student organizations should consult with the organization's advisor and the Department of Student Activities prior to implementing any additional standards.
- 1.2. Departments, units, and student organizations sponsoring organized travel outside the United States are responsible for ensuring that no U.S. Department of State Travel Advisory restricts travel by U.S. citizens to the destination country.

2. RESPONSIBILITY

- 2.1. Organized student travel requires students to follow common and mode-specific safety precautions (see sections 3.4 and 3.5 of this procedure).
- 2.2. University departments that authorize employees to drive University vehicles (see University Procedure 33.04.99.C0.02, *Use of University Vehicles*) for University - related business are responsible for ensuring that the students follow all University rules and procedures.
- 2.3. Additional Insurance When Renting State-Contracted Vehicles

Personal Accident Insurance (PAI) must be purchased when renting state-contracted vehicles if not already included in the contract. A Lost/Damage Waiver (L/DW) or comprehensive coverage, which covers any damage that might occur to the rental vehicle and primary liability for persons and property outside the rental vehicle, are included in state-contracted rental vehicle rate.

L/DW is not included in the rate when vehicles are rented from non-state contracted vendors. L/DW and PAI must be purchased and the vendor exception form completed (refer to the Travel Guidebook in the Appendix section of this procedure for additional information).

- 2.4. This procedure does not apply to undergraduate or graduate students who are responsible for their own transportation to an off-campus site for a class meeting, who participate in travel related to academic course requirements (e.g., internships, field trips, clinical or student teaching sites), or who are completing their assigned duties as a University employee, (e.g., research data collection). Additional information may be found in the Travel Guidebook located in the Appendix section of this procedure.

3. TRAVEL INFORMATION

- 3.1. University-Sponsored Student Travel is defined as one or more students traveling to represent the University or their recognized student organization. All University-Sponsored Student Travel requires that a Travel Packet checklist and all related documentation are submitted before travel.
- 3.2. All student travel forms can be found online on the purchasing department's website. It is recommended that completed travel packets are submitted to the appropriate departmental office five (5) business days in advance to allow for processing. A Group Travel number will be assigned for University-organized or -funded student travel. It is recommended to use the Travel Checklists for all other travel that is organized/funded by student organizations but it is not required by the Travel Department. The checklists can be kept in the Department for internal use.
- 3.3. Travel Notification

The sponsoring department must notify the University Police Department via email at universitypolicefrontdesk@tamucc.edu indicating the name of the group(s) traveling, dates of travel, and that the completed travel packet is available for review.

3.4. Modes of Travel

The following are the most common modes of organized travel:

- (a) Vehicles owned or leased by the University.
- (b) Privately owned vehicles
- (c) Commercial travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier. (For international travel, see section 4 of this procedure.)

3.5. Safety Requirements

- 3.5.1. Drivers and passengers must act responsibly and use sound judgment when traveling.
- 3.5.2. As listed in University Rule *13.04.99.C1, Student Travel*, only 9 occupants, including the driver, may ride in 15-passenger vans. Drivers and passengers must wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
- 3.5.3. Drivers must have a valid driver's license. Vehicles must have all insurance coverage as mandated by the State of Texas, and copies should be provided as verification.
- 3.5.4. Drivers must obey all traffic laws and regulations, including posted speed limits.
- 3.5.5. Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons.
- 3.5.6. Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner operating manual for specific instructions.)
- 3.5.7. Drivers are encouraged to follow the safe driving practices provided below:
 - (a) Begin the trip well rested.
 - (b) Plan routes in advance.
 - (c) Carpool and caravan when possible.

- (d) Divide the trip into segments, stopping for rest as necessary.
- (e) Establish a reasonable departure and arrival time.
- (f) Whenever possible on extended trips, have at least one other approved driver.
- (g) Avoid driving when conditions are hazardous.
- (h) Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.

3.5.8. If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report this change to the sponsoring organization or department.

4. INTERNATIONAL TRAVEL RECOMMENDATIONS

4.1. Travel Warnings

4.1.1. Travel by undergraduate students will not be approved when the travel is to any foreign country that is under a Travel Warning by the U.S. Department of State. Warnings are published at <http://adminservices.tamucc.edu/>.

4.1.2. Graduate students traveling to a country under a Travel Warning must have approval in advance by the University President. The approval should have an attached completed Acknowledgement of Risk form, which can be found on the Purchasing department's website and in the Appendix section of this procedure.

4.2. Mexican law requires travelers entering Mexico, via state or personal vehicle, to furnish the following documents at the border:

- (a) Notarized photocopies of vehicle title
- (b) Photocopies of declaration page of University liability insurance coverage
- (c) Signed affidavit that the vehicle will be returned
- (d) Proof of citizenship (passport)
- (e) Driver's license
- (f) Proof of Mexico Tourist Insurance
- (g) Vehicle's registration receipt
- (h) Departure tax

4.3. Additionally, the person organizing the trip should inform travelers of all international travel guidelines regarding immunizations, political conditions, and other health and safety issues before traveling. All travelers are responsible for ensuring compliance with these requirements.

It is important to remember that all international students will need visas to enter another country or to return to the United States. This may also be the case for US

citizens. If traveling to sites near the border, international students must bring their passports and visas as there will be border checkpoints.

5. EMERGENCY PROCEDURES

In all emergency situations, including minor emergencies (no one seriously injured) and major emergencies (serious injuries or death), follow these procedures:

- 5.1. Contact local Emergency Medical Services (911) and local law enforcement for them to take necessary action at the scene.
- 5.2. Contact the University Police Department (361) 825-4444 with details of the incident, state of the victim(s), location of incident, location of hospital(s), etc. The University Police will contact the Executive Vice President for Finance and Administration and the Vice President for Student Engagement and Success or their designees. The Vice President for Student Engagement and Success or designee will contact the Director of Communication and Public Affairs.
- 5.3. In emergency situations, refer all questions from the media to the University's Public Affairs Office at (361) 825-2420.
- 5.4. Complete an Incident/Accident Report form and return it to the University Police Department and sponsoring department immediately upon return to campus. The Incident/Accident Report form can be found on the Purchasing department's website and in the Appendix section of this procedure. If possible, email or fax the incident report prior to returning to campus especially in emergencies or for longer trips.
- 5.5. Upon return to campus, meet with the appropriate University personnel to discuss details of the incident.

Related Statutes, Policies or Requirements

[Statute Texas Education Code, §51.950](#)

System Policy [13.04, Student Travel](#)

University Rule [13.04.99.C1, Student Travel](#)

University Procedure [33.04.99.C0.02, Use of University Vehicles](#)

Appendix

[Acknowledgement of Risk for Foreign Travel](#)

[Incident/Accident Report form](#)

Contact Office

Contact for clarification and interpretation: Recognized Student Organization Travel
Vice President for Student Engagement and Success
(361) 825-3404

Academic Student Travel
Administrative Services
(361) 825-2183